

Retention and Classification Report

Agency: Wayne County (Utah). County Auditor (1357)

Wayne County Courthouse
18 South Main, P.O. Box 189
Loa, UT 84747

Records Officer Ryan Torgerson

05060 Annual reports

AGENCY: Wayne County (Utah). County Auditor

SERIES: 5060

3

TITLE: Annual reports

DATES: 1932-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These are the official public financial reports of budget accounts and expenditures for Wayne County. The county auditor is required within 180 days after the close of each fiscal year to "prepare and make available" to county commissioners an annual financial report (UCA 17-36-37 (1995)). Copies of this report are filed with the state auditor.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 8.

AUTHORIZED: 07/21/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

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(continued)

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public